

# SCOTTSDALE CARES APPLICATION CHECKLIST

## FY 2004/2005

**Before submitting your application, please check the following:**

- ☐ Have you answered every question?
- ☐ Have you signed the Proposal Summary?
- ☐ Have you submitted an original and five copies of the application?
- ☐ Have you included one copy of the most recent audited financial statement **and** management letter?
- ☐ Have you indicated the amount of funding and assistance received from the City of Scottsdale in 2003/2004? This includes in-kind, office space, or any other funding sources from within the city. (Question #6, Page 10, Program Budget)
- ☐ Will the implementation of this activity require space, staffing, grants management, in-kind or services from another agency, a school, the city or another jurisdiction? If so, have you attached letters of commitment or memoranda of understanding? (Questions #14, #15, and #16, Pages 4 and 5)
- ☐ Have you attached a budget specific to the usage of Scottsdale Cares funds? (Question #2, Page 9, Program Budget)
- ☐ Have you included **all** Agency Documentation requested on Page 15?
- ☐ If your agency received Scottsdale Cares funding in FY 2002-2003, have you completed the year-end report? (Page 13)
- ☐ If your agency received Scottsdale Cares funding in FY 2003-2004, have you included a narrative progress report on that project for July 1, 2003 through October 31, 2003? (Page 14)